



The Village of Biscayne Park

600 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: March 27, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Interim Village Manager

RE: Village Weekly Manager's Report

IMPORTANT NOTE: The Manager is urging all of Village residents to "STAY HOME", only go out if it is ABSOLUTELY NECESSARY, keep practicing social distancing, remember to wash your hands often, and observe proper cleaning and disinfecting measures.

VILLAGE MANAGER:

- The Manager in conjunction with the Mayor and Chief of Police/Emergency Incident Commander worked to implement a Safe at Home Emergency Order.
- The Manager is working to implement Zoom video conference for future Commission meeting.
- The Manager has been working diligently with the Police Chief, he has assigned Chief Cabrera to become the incident Commander during this COVID-19 virus.
- The Manager continues to hold numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami Dade County Emergency Management as to manage the COVID19 pandemic within our Village.
- The Manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- All public meetings remain cancelled due to the COVID-19 until further notice.
- The Manager continues to update all Commissioners and the Mayor as to the COVID-19 through emails, email blasts, and posting on the Village website and all other issues pertaining to the Village.



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- The Manager continues to work with the Village Attorney in numerous Village issues.

VILLAGE CLERK:

- COVID-19

Continue to work from home and at the office on all developments on the issue of COVID-19.

Continue working with the Interim Village Manager, David Hernandez and Chief of Police / Emergency Incident Commander, Luis Cabrera on all communications going out to the residents, as follows:

Safe at Home Emergency Order

Video Statement from Mayor, IVM and EIC

Joint Information Center on COVID-19 for the State of Florida 03 26 2020

Joint Information Center on COVID-19 for the State of Florida 03 24 2020

Elderly and Special Needs Program

Updated list of Elderly and Special Needs from the Village of Biscayne Park

Letter mailed / e-mail blast

Responded to several surveys from Governor's office, Miami-Dade County and Clerk's Association that were aiming to collect data and exchange information on procedures adopted during COVID-19 pandemic

- Worked with telephone company to have forwarding calls installed at staff homes (Village Clerk and Administrative Assistant) in order to keep the public informed although Village Hall is closed.
- Worked with AT&T to have additional cellular phones promptly available for Interim Village Manager and Chief of Police at this period uncertainty and disaster.
- Working with Cesar Hernandez to implement and learning to manage Zoom tools for future Commission meeting.
- Continuously updating Village's website and sending e-mail blasts for the Village of Biscayne Park residents.
- Personnel - Payroll processing, timesheets and other documents provided to finance on time.

FINANCE:



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Working with auditors on preliminary requests for information for the 2019 audit.

CODE ENFORCEMENT:

Due to COVID-19 pandemic the Code Enforcement activities has been suspended until further notice.

BUILDING DEPARTMENT:

Due to COVID-19 pandemic the Building Permits activities has been suspended until further notice.

POLICE DEPARTMENT:

Police Department's Statistics for the Period

Total Cases: 18

Total Cases by Category

Alarms:	4
Assists other Police Agencies:	2
Sick/Injured/Person:	1
Suspicious Person/Vehicle:	2
Information/Non-Criminal Investigations:	6
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	2
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	1
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0



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Fraud:	0
Identity Theft:	0
Traffic Arrest:	0
Traffic Citation Issued	1
Traffic Warning	0

Significant Activities:

- 03/22/20 Stolen Motor Cycle report received and generated 11402 NE 8th CT.
- 03/25/20 Domestic Assault with an Arrest 11420 NE 8th AVE.
- Police Department is monitoring the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and their E.O.C staff. We are in constant communication and being updated on the issue.
- Weekly traffic enforcement: has been placed on hold reference the Coronavirus.
- Continued directed patrol initiative for all our officers to proactively prevent vehicle larceny throughout our village. "No reported incidents"
- Received and issued protective gear to Full and Part time employees.
- Currently preparing bulletins, media releases, 2019-2020 Preparedness Plan relating to the Coronavirus (COVID-19) and Coronavirus (COVID-19) Alerts and Updates.
- The Emergency Incident Commander Chief Luis Cabrera implemented a pedestrian curfew that was establish during the hours of 10:00 p.m. to 5:00 a.m.
- The Emergency Incident Commander Luis Cabrera in conjunction with Interim City Manager closed the Ed Burke Recreational Center and Park.



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- Commander Nicolas Wollschlager established relationship with the web EOC with Miami Dade Emergency Management update on what charges the village has implemented.
- The Emergency Incident Commander Chief Luis Cabrera continues to work in conjunction with State, County and other local municipalities for COVID-19.
- The Emergency Incident Commander Chief Luis Cabrera has reached out to the Office of Congresswoman Frederica S. Wilson to request federal assistance.
- The Emergency Incident Commander is working constantly with the Interim City Manager.
- Currently working on a You Tube Video reference COVID-19 for social media.
- Implemented a mandatory every thirty (30) minute watch order at the Ed Burke Recreational Center and Park.
- Two Village resident tested positive for the Coronavirus off of NE 6th Ave between NE 114 & 115 Street.
- 03/25/20 - One Police Officer tested positive for the Coronavirus. (Currently at home and quarantined) Officer is feeling better and appears to be recovering well. The family does not appear to have contracted the virus through this officer but is exercising the quarantine as well.
- 03/26/20 – Post notice of infected officer one other officer who came in contact will get tested as a precaution on 03/27/20. Officer was directed to participate in the quarantine and not attend work until he/she receives notice of test results.
- 03/26/20 – Informed all PD personnel via email to continue to practice social distancing and if they experience any symptoms of the Coronavirus or know that they have come into contact who has the Coronavirus go get tested at the nearest testing center.
- Advised all PD personnel until further notice not to make any traffic stops unless criminal in nature.

PARKS & RECREATION:



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- Manager coordinated and monitored Recreation Center and Park Grounds closing.
- Manager began preparations for future special events.
- Manager updated filing system for archiving.
- Staff began internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.

PUBLIC WORKS:

- Daily and weekly maintenance
- Mowed NE 6th avenue medians
- Watered all landscaping throughout the Village of Biscayne Park.
- Started edging the medians (only the big medians)
- Sprayed the weeds in the baseball diamond
- Public Works Department will be working on a rotating schedule because of the outbreak.

Wishing everyone a great weekend!